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2 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: []

Director of Information Services

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SUBJECT: OIS Weekly Report (26 October - 1 November 1983)

Office of the Director

The Director, Deputy Director, Division Management, and Senior Staff of OIS convened [] on Friday, 28 October, for a Planning Conference. A most useful day was spent examining existing programs for FY 84 and 85; additional unfunded needs for those two fiscal years; and, enhanced programs and new initiatives for FY 86. []

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Classification Review Division

Concern continues to be expressed that the process of treating records, particularly those in the DO, for release or denial under the FOI and Privacy Acts is becoming increasingly dependent on memory to determine whether certain pieces of information have been released or denied in previous FOIA actions. It is noted that while some information can be checked by means of computer systems, such as the IMS PICSY system which is an index to released documents, the possibility of creating a system that will allow the indexing of certain substantive pieces of information should be examined. Among already existing systems that address this problem, CRD's Released Information Management System (RIMS), IPD's DECAL system, and a Public Affairs Office system are mentioned in a DO proposal. The proposal recommends that the existing systems be surveyed and the possibility of creating a DO system that will serve the needs expressed should be examined. To be most effective, any such system should include information from all parts of the Agency; existing systems only contain portions of released information. []

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Documents reviewed by CRD during the week included 12 Summaries of Agency Employment (12 pages), two documents for IPD (44 pages), and three manuscripts (335 pages) for PRB.

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Records Management Division

Members of RMD met with Ray Tagge, the Agency's liaison with the National Archives and Records Service (NARS), to review a draft of OIS' Machine-Readable Records Control Schedule. Mr. Tagge felt that the draft schedule adequately covered all aspects of machine-readable records and indicated his interest in providing a copy of the final draft to other appraisers at NARS to show them our approach.

OIS has prepared the report on Agency Information Security Program Data for submission to the Information Security Oversight Office. In compiling this report, statistics on classification decisions were obtained from each Agency component over a seven-day period (10-16 September 1983) and projected to encompass the full period covered by the report, 1 August 1982 through 30 September 1983.

Members of the Information Technology Branch/RMD attended a three-day conference entitled Document-Based Optical Mass Memory Systems sponsored by the Institute for Graphic Communications at Airlie, VA. While the conference discussed several different types of mass storage systems, the main focus was on optical disk technology. The presentations and discussions indicated that while progress is being made with this technology, it will be two to five years before a system is commercially available.

Archives and Records Center serviced 2,136 requests for records and accessed 20 new jobs for increased storage of 178 cubic feet during this reporting period.

Regulations Control Division

RCD currently is processing a total of 126 jobs which includes 11 new and revised proposals, 23 issuances in active negotiation and coordination, nine issuances sent forward for approval, 18 issuances prepared for publication by P&PD, and four issuances published. ■

On 28 October RCD received proposed headquarters and field notices on the upcoming open season from the Insurance Branch, Office of Personnel. The Insurance Branch has asked RCD to begin processing, but requests that actual dissemination be delayed until open season material is received from the Office of Personnel Management. The Insurance Branch will notify RCD immediately when this material is received so final processing may proceed.

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Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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